

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**RESEARCH BIOLOGIST MANAGER**

**JOB DESCRIPTION**

Employees in this job direct the activities of research biologists. The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgment to adapt and apply the guidelines to specific situations, as needed. The work requires thorough knowledge of the policies, procedures, and regulations, materials and equipment of a fisheries or wildlife biology program, and considerable knowledge of supervisory techniques and personnel policies and procedures.

There are two classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

**Position Code Title – Research Biologist Manager-3**

**Research Biologist Manager 14**

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title – Research Biologist Manager-4**

**Research Biologist Manager 15**

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

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Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Oversees the research project identification, design, implementation, analysis and findings of fisheries or wildlife research programs.

Writes technical reports and makes recommendations based on conclusions reached from findings.

Analyzes data with computer using statistical and other scientific techniques.

Records and interprets findings of fisheries or wildlife research in technical reports and professional publications.

Assigns work to subordinates and assists in the research methodology to be employed.

Plans and organizes individual research projects, conducts literature searches, and carries out field and laboratory studies.

Prepares and/or reviews research papers for presentation or publication.

Establishes and maintains controls for accuracy and uniformity of collecting and reporting of data.

Advises and consults with other fisheries or wildlife biologists.

Write reports for publication in professional journals and magazines.

Develops procedures for statistical processing of data.

Develops and tests new scientific methods in fisheries or wildlife management.

Evaluates technical literature and instructs department personnel in the use and significance of new research methods.

Conducts technical staff conferences on research projects.

Directs the preparation of periodic and special reports, including tabulated and explanatory texts.

Evaluates new computer techniques to determine applicability.

Performs related work appropriate to the classification as assigned.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

Thorough knowledge of statistical theory and techniques.

Thorough knowledge of Michigan's fish life or wildlife management.

Thorough knowledge of effective methods of presenting scientific data and reports.

Thorough knowledge of equipment used in biological research.

Thorough knowledge of biological conditions in Michigan for aquatic biology or wildlife management.

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of employee policies and procedures.

Thorough knowledge of equal employment opportunity practices and affirmative action policies and practices.

Thorough knowledge of labor relations.

Ability to plan, assign, and coordinate research projects on a statewide basis.

Ability to apply results of research projects.

Ability to use statistical methods and procedures.

Ability to analyze and interpret research findings.

Ability to present findings in written or graphic form.

Ability to test the validity of research.

Ability to present conclusions in written and graphic form.

Ability to direct and train subordinate staff.

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Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

**Working Conditions**

None.

**Physical Requirements**

None.

**Education**

Possession of a master's degree (that included a thesis) in wildlife management, wildlife biology, fisheries management, fisheries biology, or a related biological science with a research emphasis. Twelve term credits (8 semester hours) of upper undergraduate and graduate-level course work which must include a course in experimental design and other courses in quantitative methods such as advanced calculus, operations research, computer science, statistics, mathematical modeling, or biometry.

**Experience**

**Research Biologist Manager 14**

Three years of experience equivalent to a Research Biologist P11.

OR

Two years of experience equivalent to a Research Biology Specialist 12.

OR

One year of experience equivalent to a Research Biology Specialist 13.

**Research Biologist Manager 15**

Three years of experience equivalent to a Research Biology Specialist 12.

OR

Two years of experience equivalent to a Research Biology Specialist 13.

OR

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One year of experience equivalent to a Research Biologist Manager 14 or Research Biology Specialist 14.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
RESBIOMGR	Research Biologist Manager

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Research Biologist Manager-3	RESCMGR3	NERE-108
Research Biologist Manager-4	RESCMGR4	NERE-109

ECP Group 3  
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